

STEPS FOR OBTAINING PERMITS

Please check with the appropriate County departments before beginning any type of development or home improvement project, whether it entails only clearing and grading, construction of a new building, an addition to or remodel of an existing building, or just pouring a concrete slab. There are regulations and procedures, and possibly permits and inspections which will be required.

New Single-Family Residential Development **Commercial & Church Development** **Residential Additions, Remodels, Repairs, Rebuilds and Swimming Pools** **Accessory Structures** **Department Contact Numbers**

New Single-Family Residential Development

The following information is provided as basic steps and procedures the County requires for development of a new single-family residence. Detailed information can be obtained by calling our office:

1. Contact the Zoning Department for information on zoning compliance of your property and the zoning district, minimum setbacks from property lines for structures, minimum house size, etc.
2. Contact the Environmental Health Department for details on how to apply for a septic permit (which is required prior to the issuance of a building permit for a new residence).
3. Purchase water meter from the Fayette County Water System. The receipt will be required as part of your permit application. If not on county water, wells will be indicated on the Environmental Health Permit.
4. If you are not in a subdivision with curbs and gutters, contact the Road Department for a culvert inspection. If located on a state road, you must have a DOT drive cut permit.
5. Contact the Engineering Department for any clearing, grading or other land disturbance work if you plan to do the work prior to the issuance of the building permit. Also, request information regarding Erosion & Sediment Control Plan and Disturbed Acre Fee requirements for your lot.
6. Pick up the Building Permit Application and all other applicable information from the Permits and Inspections Department or this website, complete and submit. No construction is allowed until a building permit is approved and issued by the Permits and Inspections Department.
7. Schedule all building inspections through the Permits and Inspections Department. Upon completion and approval of all required inspections, and payment of outstanding recall fees, a Certificate of Occupancy (CO) will be issued for the new residence. Be sure the driveway and mailbox (contact the Zoning Department for regulations) are installed, and the property address is posted at the road prior to the Certificate of Occupancy on a new residence.

Commercial & Church Development

The following information is provided as basic steps and procedures the County requires for the development of and improvements to commercial buildings and churches. Detailed information can be obtained by calling our office:

1. Approved Zoning Compliance for site.
2. Environmental Health Department for details on how to apply for a septic permit (which is required prior to the issuance of a building permit for new development). Also, if food service is to be included, request information regarding a Food Service Establishment Plan Review.
3. Purchase water meter from the Fayette County Water System for new developments. The receipt will be required as part of your permit application.
4. Contact the Engineering Department for any clearing, grading or other land disturbance work if you plan to do the work prior to the issuance of the building permit.
5. DOT driveway cut permit, if applicable.
6. Three complete sets of plans for construction plan review by the Fire Marshal's Office, visit their site for requirements, and the Permits and Inspections Department.
7. Pick up the Building Permit Application and all other applicable information from the Permits and Inspections Department or this website, complete and submit. No construction is allowed until a building permit is approved and issued by the Permits and Inspections Department.
8. Schedule all building inspections (including Zoning and Engineering inspections), through the Permits and Inspections Department. The 80% and 100% Fire Marshal inspections are scheduled by the Fire Marshal. Upon completion and approval of all required inspections, and payment of outstanding recall fees, a Certificate of Occupancy (CO) will be issued for the project.

Residential Additions, Remodels, Repairs, Rebuilds and Swimming Pools

The following information is provided as basic steps and procedures the County requires for residential additions, remodels, repairs, rebuilds and swimming pools. Detailed information can be obtained by calling our office:

1. Visit the Environmental Health Department with your prepared plat, showing proposed construction and all existing structures on the lot. The Environmental Health Department must draw the septic tank, field and replacement areas on the plat prior to making application for your permit.
2. Pick up the Building Permit Application, or Swimming Pool Permit, and all other applicable information from the Permits and Inspections Department or this website, complete and submit. No construction is allowed until a permit is approved and issued by the Permits and Inspections Department.
3. Schedule all building inspections through the Permits and Inspections Department. Upon completion and approval of all required inspections, and payment of outstanding recall fees, a Certificate of Occupancy (CO) will be issued for the project.

Accessory Structures

The following information is provided as basic steps and procedures the County requires for accessory structures (garages, workshops, storage buildings, barns etc.) on residential property.

-0- s.f. to 100 s.f.

A building permit *is not* required for this *temporary* structure. It is set directly on the ground or leveled by the use of concrete block. Electrical service to a “temporary” structure is not allowed. If electrical service is desired, the structure must be permitted and built with a permanent foundation. A Certificate of Zoning Compliance must be obtained from the Fayette County Zoning Department to verify that, among other things, placement on the property meets setback requirements.

101 s.f. to 199 s.f.

A building permit *is* required for this temporary structure. It is set directly on the ground or leveled by the use of concrete block. Electrical service to a “temporary” structure is not allowed. If electrical service is desired, the structure must be built with a permanent foundation.

200 s.f. and over

A building permit is required for this structure and must be built with a permanent foundation.

Foundation examples for Storage Building:

Mono Slab

Pier Columns

1. Visit the Environmental Health Department with your prepared plat, showing proposed construction and all existing structures on the lot. The Environmental Health Department must draw the septic tank, field and replacement areas on the plat prior to making application for your permit.
2. Pick up the Building Permit Application and all other applicable information from the Permits and Inspections Department or this website, complete and submit. No construction is allowed until a permit is approved and issued by the Permits and Inspections Department
3. Schedule all building inspections through the Permits and Inspections Department. Upon completion and approval of all required inspections, and payment of outstanding recall fees, a Certificate of Occupancy (CO) will be issued for the project.

Department Contact Numbers

CALL BEFORE YOU DIG 1.800. 282.7411

GA Department of Transportation (DOT) 706. 646.6566
(driveway cuts)

Building Permits and Inspections 770. 460.5730 - Ext. 5403

Engineering Department 770. 460.5730 – Ext. 5410

Environment Health 770. 460.5730 – Ext. 5415

Fayette County Clerk of Superior Court 770.716.4291
(recorded plats & deeds)

Fayette County Road Department 770. 461.3142 – Ext. 6172
(driveway cuts and culverts)

Fayette County Water System 770. 461.1146

Fire Marshal's Office 770.460.5730 – Ext. 5414

Zoning Department 770. 460.5730 – Ext. 5419